




How to Login to the Commerce Learning Center

Logging In: First-time users

1. Once you have received the email from CLCsupport@doc.gov with your username and temporary password, go to <http://learning.doc.gov> and click the **Login** link. You will be redirected to the secure login page.
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2. If you have not received your username and password, see the following section.
 3. Your email address is your username for the Learning Center.
 4. When you login for the first time, you will be prompted to change your temporary password. Follow the directions on the screen. *Remember that passwords are case sensitive.*
 5. **Passwords must be created and changed every 90 days.**

6. If you have problems, contact your bureau's support staff from the [Contact Us](#) page.
7. Password guidelines:
 - Passwords must consist of at least eight (8) non-blank characters.
 - At least one alphabet letter must be used.
 - At least one number must be used.
 - At least one special character (\$,*,&) must be used.
 - No more than 6 consecutive characters (AAAAAA) may be used.
 - Passwords must not include any of the following:
 - a. Vendor/manufacture default passwords
 - b. Names (e.g., system user name, family name)
 - c. Words found in dictionaries spelled backwards or forward
 - d. Addresses or birthdays
 - e. The special character "@"

<http://learning.doc.gov>

Logging In: Return users

1. Go to <http://learning.doc.gov> and click the Login link.
2. Your email address is your username for the Learning Center.
3. Enter your username and password and click **Enter**.
4. If it has been over 90 days since you have logged in, your password will have expired. You will need to change your password.
5. If you do not know or have forgotten your password, see **How to Get a Username and Password**.
6. If you have problems, contact your bureau's support staff from the [Contact Us](#) page.



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How to Obtain a Commerce Learning Center Username and Password

Current Account Holders

If you had an account in the former Learning Management System, an account was created for you in the Commerce Learning Center as of June 1, 2007.

1. Look for an email from CLCsupport@doc.gov. It contains your username and temporary password
2. Your email address is your username for the Learning Center.
3. To obtain your password, contact your bureau's support staff from the [Contact Us](#) page.

New Account Holders

If you became a Commerce staff member after June 1, 2007, the following applies to you.

1. An account was created for new Commerce staff, as defined by your bureau, within two pay periods of entrance on duty.

2. Your bureau added your name to the periodic data feed that created your account.
3. Your username for the Learning Center is your email address.
4. You should receive an email from CLCsupport@doc.gov with your username and password within one to two pay periods of entrance on duty.
5. If you have not received an email with your username and password within 30 business days of entrance on duty, please contact your bureau's support staff from the [Contact Us](#) page.

New Staff Who Do Not Yet Have Accounts

1. An account will be created for new Commerce staff, as defined by your bureau, within one to two pay periods of entrance on duty.
2. Your bureau adds your name to the periodic data feed that creates your account.
3. Your username for the Learning Center is your email address.

4. You will receive an email from CLCsupport@doc.gov with your username and password within one to two pay periods of entrance on duty. If you have not received an email with your username and password within 30 business days of entrance on duty, please contact your bureau's support staff from the [Contact Us](#) page.

NOTE: Ad-hoc accounts cannot be created in the Commerce Learning Center to avoid establishing duplicate accounts for a single person. Accounts can only be created through the official bureau data feed.

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